

## CHAPTER 10 ANNEXATION PROCEDURES

### SECTION:

- 1-10-1: Petition for Annexation**
- 1-10-2: Annexation Fees**
- 1-10-3: Notices**
- 1-10-4: Pre-Annexation Agreements**
- 1-10-5: Approval of Plat of Annexation**

**1-10-1: PETITION FOR ANNEXATION:** Anyone desiring to annex territory contiguous to the corporate boundaries of the Village shall file with the Village Clerk a legally sufficient petition for annexation as provided by law. Such petition will be reviewed by the Village to determine its adequacy, including whether such territory is, in fact, contiguous to the Village and whether the form of petition meets with all legal requirements. If the owner of record of said territory is a land trust, the petitioner will comply with the land trust disclosure ordinance of the Village<sup>1</sup> by filing concurrently with the petition for annexation an appropriate land trust disclosure statement. Attached to said petition for annexation shall be a plat of annexation covering the territory involved in said annexation. If such petition is found to be in satisfactory form, it shall be then transmitted to the Village Board.

**1-10-2: ANNEXATION FEES:** For any annexation of territory to the Village there shall be charged a fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. Such fee shall be due and payable no later than thirty (30) days after annexation of the territory by the Village. Such fee shall not be applicable to involuntary annexations.

**1-10-3: NOTICES:** Repealed Ord. 93-1279-09 eff. 3/8/93

**1-10-4: PRE-ANNEXATION AGREEMENTS:** If the territory which is the subject matter of a petition for annexation either under section 7-1-8 of the Illinois Municipal Code or other applicable sections of the Illinois Municipal Code, is proposed to be annexed pursuant to a pre-annexation agreement under sections 11-15.1-1 et seq. of the Illinois Municipal Code, an additional petition must be filed proposing said preannexation agreement, which petition shall be accompanied by an additional filing fee as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this

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<sup>1</sup> See Chapter 11 of this Title

Code. Such petition shall be made in triplicate, shall be in such form and accompanied by such information as shall be prescribed by the Village from time to time, but shall in any event include the following:

- A. The petitioner's name, address and interest in the petition, and the name, address and interest of every person represented by the petitioner in the petition.
- B. A draft of the proposed pre-annexation agreement.
- C. A statement containing all the circumstances, factors and arguments that the petitioner offers in support of the proposed agreement.

Such petition for a pre-annexation agreement will be filed with the Village Manager, or his designee, who will conduct a thorough review and study of the proposed pre-annexation agreement, make his recommendations regarding modifications of the same, if any, and otherwise report all relevant factors and circumstances to the Village Board. The Village Manager, or his designee, shall consult with the heads of the Village Departments and Village Attorney as he deems desirable or necessary in connection with said pre-annexation agreement. All costs incurred by the Village in relation to review of the pre-annexation agreement shall be subject to reimbursement under the terms of pre-annexation agreement. (Ord. 75-367-17; amd. Ord. 93-1279-09 eff. 3/8/93)

**1-10-5: APPROVAL OF PLAT OF ANNEXATION:** The Village Board shall upon motion and majority vote, approve the annexation of any property and authorize the Mayor and Village Clerk to sign the original tracing. The certificate shall be in the following form: (Ord. Amd. 98-1541-03, eff. 2/9/98)

*Approved by the Mayor and Board of Trustees of the Village of Lincolnshire at a meeting held*

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*Mayor*

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*Village Clerk*